

Workforce Investment Act Funds SFP

Pre-Vocational Training for At-Risk Youth

Proposal Package Instructions

Category Summary

The primary goal of this SFP is to increase the number of at-risk youth who are prepared to enter career technical training, post-secondary educational programs, apprenticeships, or employment in high wage/high growth occupations by:

1. Introducing them to locally-based high wage/high growth career options; and
2. Providing one or both of the following:
 - Programs designed to improve basic academic skills (reading, writing and math, including completion of a GED); and/or
 - Industry identified soft skills training (i.e., problem solving, work ethics, communications, etc.).

The State Board's Business and Industry Special Committee has developed the following criteria defining high growth/high wage. The following criteria will assist applicants in identifying high wage/high growth occupations in their local area(s). This information will help to focus the development of activities which will prepare at-risk youth to enter career technical training, post-secondary education, apprenticeships or employment in regionally-based high wage/high growth occupations.

High Growth Criteria

- Number of jobs in the local/regional economy
- New or emerging industry that is expected to grow
- Impact on job growth in other industries

High Wage Criteria

The average wage in the targeted industry is at least the median for the regional/local area and is either:

- Higher than the region's average wage for new employees entering the industry, or
- Incumbent workers or newly employed workers have the opportunities/career ladders that will lead them to a wage higher than the median for all industries in that region.

All proposals must answer each section below. Forms may be downloaded by clicking on the available links below.

1. Cover/Signature Page (Includes Proposal Summary)

The purpose of the [Cover/Signature Page](#) is to provide applicant contact information, the amount of funding requested, a proposal, 100 words or less, summary, and the authorized representative's signature. All sections of the Cover/Signature Page must be completed.

2. Proposal Narrative (Maximum 100 points)

The full [Proposal Narrative](#) contains eight sections as detailed below. Each section will be reviewed and scored individually. The full Proposal Narrative is limited to 20 pages.

Section I - Statement of Need (Maximum 10 points)

Describe the unmet need for pre-vocational training as it relates to career technical training, post-secondary education, apprenticeships or employment in high wage/high growth occupations in the area. Describe the geographical area the project will target and the economic and workforce conditions in the area.

Describe the unmet need of the at-risk youth in the area that the proposed project will target. Include an explanation of how the unmet need was determined and what factors have contributed to the unmet need.

Explain why the need cannot be met with existing resources through the local or regional educational, employment and training service delivery infrastructures.

Section II - Target Group (Maximum 10 points)

Describe the characteristics of the target population that will be served by this project including barriers, and basic academic and industry identified soft skill needs. Explain how the target group was identified. Complete and attach the [Target Group Planning Chart](#) (SFP Form 1). Use Section A to specifically identify the types and number of individuals that will be served. Explain how the target population will be able to enter career technical training, post-secondary education, apprenticeships, or employment in high wage/high growth occupations in the area.

Section III - Planned Approach (Maximum 25 points)

Identify the outreach and recruitment methods that will be used to contact and recruit at-risk youth participants. Demonstrate how these methods will enable you to reach the targeted at-risk youth population.

Describe the service delivery strategy that will be used to achieve the planned goals and objectives and include a service process flowchart. Describe the specific types of services and training that will enable participants to enter career technical training, post-secondary education, apprenticeships, or employment in high wage/high growth occupations in the area. Identify who will provide the services and/or training.

Describe how your service delivery plan will address the barriers of the special needs of the targeted at-risk youth population and prepare them to enter a career technical training program, a post-secondary education program, apprenticeships, or employment in high wage/high growth occupations.

Describe how your service delivery plan will achieve the goals and objectives of the project in a timely manner. Complete and attach the [Proposal Work Plan](#) (SFP Form 2) that includes objectives/activities and timelines. The following are some examples of objectives/activities that may be included:

Objectives/Activities	Estimated Dates
Project Staff Hired	March 2007
Recruitment of participants begins	March 2007
Partner MOUs/agreements are finalized	April 2007

Section IV – Performance Goals (Maximum 10 points)

Complete the Performance Goals Matrix for the targeted at-risk youth population that the proposal will serve. This proposal is limited to at-risk youth populations.

Complete Section B of the [Target Group Planning Chart](#) (SFP Form 1) summarizing your planned outcomes for the targeted at-risk youth population. Provide a brief description on the chart of the expected outcomes that are relevant to the success or impact of the project. The targeted at-risk youth population may have more than one outcome.

Outcomes can be described in terms of skills attained; a high-school diploma or GED, entered training/education programs or employments, etc. Outcomes must be clearly described, relevant to the project, be reasonable, and measurable.

In Section IV of the Narrative describe how the outcomes will be measured and provide any further clarification to demonstrate their effectiveness.

Section V - Local Collaboration (Maximum 15 points)

Creating effective partnerships is a key element in any workforce development system and is an essential component of this SFP. Applicants are strongly encouraged to cooperate with local partners and where feasible consider submitting unified proposals. It is the intent of this SFP that, to the greatest extent possible, local partnerships be formed for this project between Local Workforce Investment Boards (Local Board), state/local agencies that serve the at-risk youth populations in the local and regional areas, local public education agencies, youth advocacy groups, faith-based and community based organizations, training providers, and business and economic development groups. Applicants must demonstrate that a high level of coordination already exists or that formalized linkages are in the process of being established. We strongly recommend the use of Memoranda of Understanding (MOUs) be developed and used for the lifecycle of this project.

The criteria in this section are divided into two parts depending on who is applying. If the Local Board is the applicant, they must address criteria in Part A. If the applicant is not a Local Board, they must address criteria in Part B.

Part A – Local Boards only:

Describe how the Local Board has successfully formed effective partnerships with local public education, community based organizations, employers, and others. Provide descriptions of any formal or informal agreements that exist with the partners. Demonstrate how these organizations will complement the services provided by the Local Board under this proposal. Complete and attach the [Partner Roles and Responsibilities Chart](#) (SFP Form 3) identifying the local partnerships that will be used to coordinate and provide services under this proposal. Describe each partner's roles and responsibilities. MOUs may be substituted for the Part A if they are fully executed.

Part B - Non- Local Boards Applicants only:

Describe how your organization has successfully established linkages with the Local Board. Include any actions you have taken to collaborate with the Local Board and any formal (MOUs) or informal agreements that are in place. Describe the roles and responsibilities that the Local Board will perform in conjunction with this proposal. A listing of the Local Boards is available on the State Board Web site at www.calwia.org. Complete and attach the [Partner Roles and Responsibilities Chart](#) (SFP Form 3) or fully executed MOUs identifying the other local partnerships (excluding the LOCAL BOARD described above).

Include local public education, community based organizations, employers, and others that will be used to coordinate and provide services under this proposal. Describe each partner's roles and responsibilities.

Section VI – Resource Utilization (Maximum 10 points)

Projects which demonstrate a non-WIA cash and/or non-WIA in-kind match will receive points under the Resource Utilization section as follows:

Projects with a match that between 1 – 19 percent will be rewarded 1 point. Match between 20 – 39 percent will be rewarded 3 points. Match equal to or greater than 40 percent will be rewarded 5 points. (See SFP Section 5 C. Non-WIA Cash and/or Non-WIA In-kind Match for further details).

Complete the Resource Utilization chart in the Proposal Narrative identifying the name of the provider, a description of the fund source, the type of resource, and the amount. All non-WIA cash/in-kind match must be documented with a letter of commitment verifying the match and be included as an attachment to the proposal. The commitment letter must contain a contact person and telephone number. Check the applicable box for each match resource that is documented with a commitment letter. Provide any further explanation in the space provided in the narrative.

Enter the cumulative plan for utilizing the match funds on the Resource Utilization Chart. Match funds will be subject to the reporting requirements contained in WIA Directive [WIAD06-4](#), Quarterly and Monthly Financial Reporting Requirements.

It is the intent of this SFP to fund projects that ensure the non-duplication of services and the sustainability of the proposed activities once funding under this grant ceases. Describe how each provider identified in the Resource Utilization Chart will contribute to the goals of the project, ensure non-duplication of services, and provide future sustainability.

Describe any direct grants you have received within the past four years from the Department of Labor or through a State WIA 15 Percent grant. Describe any connection those grants will have with this proposal.

Section VII - Statement of Capabilities (Maximum 10 points)

Describe the organization's capability to conduct and administer a federally funded project including your ability to collect and report financial and participant performance data as required. Provide examples of past or present experience in managing projects similar to this proposal. Describe your organization's infrastructure including proposed staffing for this project that demonstrates your ability to achieve the project goals.

Section VIII. - Budget Summary Narrative and Plan (Maximum 10 Points)

Complete and attach the [Budget Summary Plan](#) (SFP Form 4) that details the specific line item costs of the proposal. Costs must be necessary, reasonable and allowable in accordance with WIA and the applicable Directives and OMB circulars. Column A must contain the requested WIA 15 Percent funds. Under column B, enter the non-WIA cash and/or non-WIA in-kind match resources identified in proposal narrative Section VI.1., Resource Utilization Chart. Column C is the sum of columns A and B.

In Section VIII of the narrative, provide a detailed justification for all line items contained in the Budget Summary Plan. For example, narrative for the line item Staff Salaries should include a description of the staff and the percent of salary charged to the project. Explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants. If applicants plan to purchase equipment that has a unit cost of \$5,000 or more and a useful life of more than one year, you must complete the [Supplemental Budget Form](#) (SFP Form 5), Section I. Equipment. All equipment with a unit cost of \$5,000 or more will be subject to prior approval by the Employment Development Department (EDD) as the administrative entity responsible for WIA program administration and will be negotiated in conjunction with contract completion with successful applicants. The EDD has defined the equipment purchase procedures in WIA Directive [WIAD03-9](#). Due to the short-term nature of these projects, applicants are encouraged to lease or rent high cost equipment.

If applicants plan to budget contractual services, you must complete the [Supplemental Budget Form](#) (SFP Form 5) Section II. Contractual Services.

3. Expenditure and Participant Plan

Applicants must complete and attach the [Expenditure and Participant Plan](#) (SFP Form 6). Enter planned cumulative expenditures for each period ending date specified in Section I A., WIA 15 Percent Expenditure Plan. If funding is awarded, monthly expenditure and participant plans will be required.

Enter the total planned enrollments for each period end date specified in Section II.A. of the Participant Plan. This participant plan is the cumulative number of individuals that will be enrolled and receive services under this proposal. Enter the number of participants that will receive core/intensive services, training, follow-up after entered employment and follow-up after exit on lines B1 through 4. Since participants can receive multiple services, lines B1 through B4 will not sum to line A. See Appendix B. WIA Allowable Activities for a definition of the WIA services.

Each proposal should include follow-up services for participants after they are placed in unsubsidized employment and after they have exited from the project.

The follow-up is intended to support the client in retaining employment and continuing to improve their employment success after exit. The final follow-up design will be negotiated with each successful applicant during contract negotiations.

Section II.C. Planned Results collects cumulative planned participant data for those exiting the program. Enter the total planned participants exiting for each quarter end date specified on line C1. On lines C1.a enter the total participants that will be placed in unsubsidized employment. On line (1), enter the number of participants placed in unsubsidized employment that received training. Line C1.b Employability Enhancements is defined as those participants that either entered military service, entered a qualified apprenticeship program, entered advanced training, attained a recognized certificate/diploma/degree, attained a high school diploma/GED or returned to secondary school (youth only). Line C1.c Other Exits are participants that exited for reasons other than entered unsubsidized employment and employability enhancements.